

WORKING TITLE: UNDERSHERIFF	CLASSIFICATION: UNDERSHERIFF
DEPARTMENT: SHERIFF	DIVISION: SHERIFF
PAY RANGE: SFMGT 22	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2022

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Assists in planning, directing, and reviewing the activities and operations in all divisions of the Sheriff's Office; coordinates assigned activities with other County departments and outside agencies; and provides highly responsible and complex administrative support to the Sheriff. Serves as Acting Sheriff in the Sheriff's absence.

SUPERVISION RECEIVED:

Receives administrative direction from the Sheriff. This position serves at the pleasure of the Sheriff.

SUPERVISION EXERCISED:

Exercises direct supervision over assigned law enforcement, professional, and technical staff, and indirect supervision to all certified and non-certified staff in the Sheriff's Office.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Assists in the development, planning, and implementation of office goals and objectives; recommends and administers policies and procedures.
- Assists in the coordination of office activities with those of other County departments and outside agencies and organizations.
- Assists in directing, overseeing, and participating in the development of the office's work plan; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Implements career development programs for the Office's staff, including performance evaluations, training, and management techniques.
- Supervises and participates in the development and administration of the Sheriff's Office budget, including but not limited to directing the forecast of funds needed for staffing, equipment, materials and services, monitoring and approving expenditures, and implementing midyear adjustments.
- Provides correction in the area of deficiencies; implements discipline process and outcomes in accordance with County's policies, procedures, labor union agreement, and applicable laws.
- Participates in labor contract negotiations and administration including implementation of contracts.
- Oversees the internal recruitment and selection process and makes recommendations as it pertains to hires and promotions.
- Assists in creating a positive and supportive work environment, enforces a safe workplace, establishes a culture of teamwork and communication, creates a workplace that promotes the organizational values of workplace diversity, equity, and inclusion, and actively promotes an environment respectful of living and working in a multicultural society.

- Responds to on-call responsibilities for disasters, search and rescue, and any major crime operation requiring the presence of the Sheriff.
- Participates on a variety of boards and commissions; attends and participates in professional groups and committees.
- Represents the Sheriff on various committees, including but not limited to, Court Security Committee, Evidence Based Decision Making (EBDMI), FCI Community Relations Board, Local Public Safety Coordinating Council (LPSCC), Mental Health & Developmental Disability Advisory Committee (MHDDAC), and Yamhill County Family Wellbeing Council.
- Performs public relations duties including public speaking, special projects coordination, and handling special requests.
- Responds to and resolves difficult and sensitive public inquiries and complaints.
- Performs related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of law enforcement program development and administration.
- Principles and practices of organization, administration, and personnel management, including recruitment, supervision, training, performance evaluations, and discipline.
- Principles and practices of fiscal management, budget preparation, and administration.
- Pertinent federal, state, and local laws, statutes, ordinances, and civil criminal codes.
- Criminal justice administration including law enforcement and corrections.
- Principles and practices of labor relations, including federal and Oregon state employment laws and regulations, public sector employment policies and procedures, and collective bargaining principles and procedures.
- Public relations techniques.

SKILL IN:

- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Effectively administering a variety of law enforcement activities.
- Identifying and responding to public and Board of Commissioners issues and concerns.
- Active listening and persuasive communication.
- Selecting, supervising, training, and evaluating staff.

ABILITY TO:

- Prepare and administer a budget.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely in both written and oral form.
- Gain consensus through influence and be able to pivot when warranted.

- Understand and appreciate the relationship of their duties and responsibilities with the aims and purposes of the Office.
- Establish and maintain cooperative working relationships with individuals and groups who come from diverse backgrounds and represent members of the public, coworkers, and/or vendors.
- Deal tactfully with the public.
- Perform mathematical computations and intermediate computer proficiency.
- Attend work as scheduled and/or required, to include varied shifts.
- Maintain trustworthiness through integrity, truthfulness, consistency, and honesty.

MINIMUM QUALIFICATIONS:

Possession of a Master's Degree in police science or a related field and at least six years of work experience in certified law enforcement, of which two years of this work must be in direct supervision and administration of personnel functions for certified law enforcement professionals; OR Bachelor's Degree in police science or a related field and at least eight years of work experience in certified law enforcement, of which two years of this work must be in direct supervision of and administration of personnel functions for certified law enforcement professionals; OR Associate's Degree in police science or a related field and at least ten years of work experience in certified law enforcement, of which two years of this work must be in direct supervision of and administration of personnel functions for certified law enforcement professionals; OR Twelve years of work experience in certified law enforcement, of which two years of this work must be in direct supervision of and administration of personnel functions for certified law enforcement professionals.

Must possess Advanced Certification from the Oregon Department of Public Safety Standards and Training (DPSST); must have earned a Management Certificate and have the ability to obtain an Executive Certificate upon eligibility but no later than 36 months after appointment to position.

Must have or be able to obtain a passing score on practical pistol course.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. Will be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Applicants may be required to pass a medical exam and psychological evaluation prior to appointment in order to meet standard under OAR 259-008-0010.

Will be subject to successful completion of a personal background check including, but not limited to, criminal, civil, driving, military, educational, and employment history pursuant to OAR 259-008-0015.

This position carries a 12-month probationary period.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically performs work in a variety of settings including office, institutional, vehicle, and outdoor environments in all types of weather and conditions including movement from indoor to outdoor environments, working alone in isolated geographic areas, and in confined spaces. The noise level in the work environment varies depending on the situation. Work also involves travel to training and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle, or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in a variety of environments may risk exposure to persons under the influence of alcohol and/or other drugs, emotional individuals, resistive/combatative persons, personally dangerous individuals, and circumstances including dead, injured, and/or sick individuals, exposure to individuals with communicable diseases, and contact with wild and/or domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.